

STATE OF MARYLAND
Maryland Energy Administration

CATEGORY III SMALL PROCUREMENT (Equal to or Under \$25,000)

Alternative Fuel Vehicle Refueling Stations
Financing Program Design

PART I - PURPOSE

The Maryland Energy Administration (MEA) is an agency of the State of Maryland. MEA is authorized by State law to maximize energy efficiency, increase the use of renewable and clean energy sources, and improve the environment. MEA is also engaged in the broader issues of sustainability, climate change and alternative transportation fuels and technologies.

To build on its existing financing programs and to offer financing support to entities that wish to install alternative fuel vehicle (AFV) refueling infrastructure, MEA is seeking proposals from contractors to conduct background research, evaluate key financial barriers, and evaluate and recommend financial mechanisms to overcome barriers. For the purposes of this procurement, an AFV is defined as a vehicle that is fueled by natural gas (compressed or liquefied), propane, ethanol fuel blends (i.e., E85), or electricity (including plug-in hybrid electric vehicles). The research will result in a recommendation for a new pilot program to address financing for alternative fuel vehicle refueling infrastructure in the State.

MEA expects the work outlined in Part III of this procurement to be complete no later than December 19, 2014. MEA expects to spend no more than \$20,000 on this procurement.

PART II – GENERAL INFORMATION

A. Incurred Expenses

The State of Maryland will not be responsible for any costs incurred by any Contractor in preparing and submitting a quotation in response to this solicitation.

B. Contractor Responsibilities

The State of Maryland will enter into a contractual agreement with the selected Contractor only. The selected Contractor shall be responsible for all products and services required by this solicitation.

C. General Contract Conditions

Any contract resulting from this solicitation shall include at a minimum the following contractual terms and conditions. (See generally, Code of Maryland Regulations (COMAR) 21.05.07.06 (F) and (G)).

1. Parties to the Contract (including taxpayer identification numbers)
2. Scope of the Contract
3. Length of the Contract
4. Compensation and Method of Payment
5. Contract Modification Clause
6. Disputes Clause
7. Maryland Law Prevails Clause
8. Compliance with Maryland State Finance and Procurement Law Clause
9. Nondiscrimination in Employment Clause
10. Termination for Default Clause
11. Termination for Convenience Clause
12. Delays and Extension of Time Clause
13. Changes Clause
14. Anti-Bribery Clause
15. Identification of Procurement Officers

D. Compensation

The Contractor shall submit an invoice for the total hours worked for the period stated in the invoice for all activities performed as outlined in Part III Scope of Work below. A proper original invoice shall be submitted to the Procurement Officer identified below. Included with the invoice shall be a document detailing description of actual work performed and the hours associated with the work. The Contractor shall sign a statement on the detail that certifies the information is true and correct. Payments to the Contractor pursuant to any resulting contract shall be made no later than thirty (30) days after the State's receipt of a proper original invoice from the Contractor. Each invoice must reflect the Contractor's Federal Tax Identification Number, or Social Security Number.

E. Protest

The State of Maryland provides avenues for any vendor to protest against the award or the proposed award of a contract. All protests should be filed in accordance with COMAR Title 21, State Procurement Regulations, Subtitle 10, Administrative and Civil Remedies.

F. Minority Business Enterprise Notice

Minority business enterprises are encouraged to respond to this published solicitation and to obtain certification. Questions relevant to certification should

be directed to the Maryland Office of Minority Business Affairs at (410) 767-8232.

A Minority Business Enterprise Subcontracting Goal has not been established for this published solicitation.

G. Compliance with Law/Arrearages

By submitting an offer in response to this solicitation, the Contractor, if selected for award, agrees that it will comply with all federal, state, and local laws, rules, regulations and ordinances applicable to its activities and obligations under the contract. By submitting an offer in response to this solicitation, the Contractor represents and warrants that it is not in arrears with respect to the payment of monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to, the payment of taxes and employee benefits, and if selected for award, that it shall not become so in arrears during the term of the contract.

H. Insurance

1. The Contractor shall maintain an adequate amount of general liability insurance coverage and provide evidence of such coverage to the Administration upon request.
2. To the extent the Contractor or any subcontractor is a law firm or legal services firm, or to the extent any or all of the Contractor's or subcontractor's personnel, employees or agents are lawyers or paralegals, each of the Contractor and subcontractor shall maintain adequate legal malpractice liability insurance coverage for itself and any such personnel, employees or agents and shall provide evidence of such coverage to the Administration upon request.

I. Acknowledgment of Amendments

Although no amendments to this solicitation are anticipated, this solicitation requires the acknowledgment of the receipt of all amendments, addenda, and changes issues.

PART III - SCOPE OF WORK

The Contractor shall provide specific technical services for the following:

- A. Evaluate the current state of non-residential AFV refueling infrastructure in Maryland. Part of this evaluation should examine the capacity of current

infrastructure to meet Maryland's policy goals related to AFVs. Goals related to electric vehicles can be found at the Electric Vehicle Infrastructure Council Web site

(http://www.mdot.maryland.gov/Office_of_Planning_and_Capital_Programming/Electric_Vehicle/Index.html). In doing so, document the currently available AFV refueling network in the State, including type of technology, locations, ownership and management, sources of funding for capital and operating expenses, fee structures and collection method, and station utilization statistics. MEA can provide assistance with the collection of this data, which the contractor will analyze and package into a logical report. This task should comprise 10% of total efforts.

- B. Identify financial barriers related to the deployment of public or private-sector (e.g., workplace) alternative fuel vehicle charging stations specific to Maryland. All technologies should be considered equally. This task should comprise 20% of total efforts.
- C. Based on the identification of financial barriers, select one or several barriers that would be most effectively addressed through public assistance related to financing. Recommend a financing pilot program, to be implemented by MEA, designed to overcome major barriers. The pilot program can target infrastructure for one of the types of fuel specified Part I of this proposal, which the contractor determines would be most effectively addressed by a financing initiative. This task should comprise 50% of total efforts.
- D. Provide a financial model, in Microsoft Excel format, to determine appropriate incentive levels. The financial model should use key market assumptions, such as the cost per unit of electricity or other fuel, which may change over time and can be changed by MEA as market conditions change to adjust incentive levels appropriately. This task should comprise 20% of total efforts.

MEA estimated the percentage of efforts to assist contractors develop proposals. These estimates reflect MEA's priorities for this project, and should be used as a basis for bid proposals.

PART IV – PROPOSAL FORMAT

All proposals shall be prepared in a straightforward and concise manner, delineating the Contractor's capabilities to satisfy the requirements of the published solicitation and, specifically, the requirements for the tasks listed in Part III, Scope of Work. **While there are no specific page limitations, please be concise.** Proposals shall contain the following information:

- A. **Letter of Transmittal** – A Letter of Transmittal on the Contractor's business stationery will accompany the Technical Proposal. The sole purpose of this letter is to provide a record of transmittal of the proposal in addition to the receipt of all

amendments, addenda, and changes issued. The letter should be brief and signed by an individual who is authorized to commit the Contractor to the services and requirements stated within the published solicitation.

B. Technical Proposal

1. Title Page -Contact information for the organization and all personnel who will perform the work; phone; fax, e-mail or Web addresses, and Federal ID numbers.
2. Demonstration that the Contractor's personnel have the capacity to perform certain tasks listed in the Scope of Work and by the time set in the Scope of Work, including:
 - a) Examples of past projects related to the Scope of Work requested.
 - b) Relevant professional memberships or partnerships, and their potential to assist this effort.
 - c) Resumes of personnel identified to work on the contract.
 - d) Project management methodology, including proposed work schedules and deliverables (i.e., the Deliverable Schedule), milestones, and staff resources dedicated to different components of the project.

- C. Price Proposal** – The Contractor shall prepare and sign a price proposal. The price proposal shall be in the form of a single hourly rate which shall apply to all Contractor-assigned personnel for the duration of the contract as well as an estimate for number of hours of work to be performed for each technical service specified under Section III of this document. Financial information submitted shall be irrevocable for a period of ninety (90) days after the due date of the proposal.

PART V – EVALUATION CRITERIA

A review panel consisting of MEA staff will review proposals and may interview Contractors. All proposals that are in compliance with requirements and qualifications will be evaluated based on the following criteria.

- a. Contractor's Experience
- b. Demonstration of Qualifications
- c. Ability to meet demands in Scope of Work
- d. Ability to maintain Deliverable Schedule requested
- e. Price

If, upon review of the proposals, the review panel has further questions, Contractors may be invited to make oral presentations to MEA.

PART VI – BASIS OF AWARD

MEA may, at its sole option, enter into discussions with each responsible Contractor and ask the Contractors to submit “best and final offers” before making an award. Thereafter, the award of the contract will be made to the responsible Contractor whose proposal is determined to be most advantageous to the State.

Electronic submissions of the Technical and Price Proposals in a portable document format (PDF, must be compatible with Adobe Acrobat Reader) are due to the attention of Maria Ulrich maria.ulrich@maryland.gov at the Maryland Energy Administration by August 22, 2014 by 2:00 pm. A return e-mail will acknowledge receipt of the proposal.

Maria Ulrich
Maryland Energy Administration
60 West Street Suite 300
Annapolis, MD 21401

Please address your questions to Maria Ulrich, (410) 260-7752.